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City of Napa

CITY CLERK'S
DEPARTMENT



Annual Report

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CITY OF NAPA

www.cityofnapa.org

CITY CLERK'S DEPARTMENT

Pamyla Nigliazzo, MMC	City Clerk
Lisa Harper, CMC	Deputy City Clerk
Jackie Carbone & Jamie Trudell	Senior Office Assistant
Penny Libonati	Office Assistant II
Terri Duban	Office Assistant II
Jennie Onofre	Scanning Operator/OAll
Melissa Androlowicz	Scanning Operator/OAll

SERVING THE MAYOR

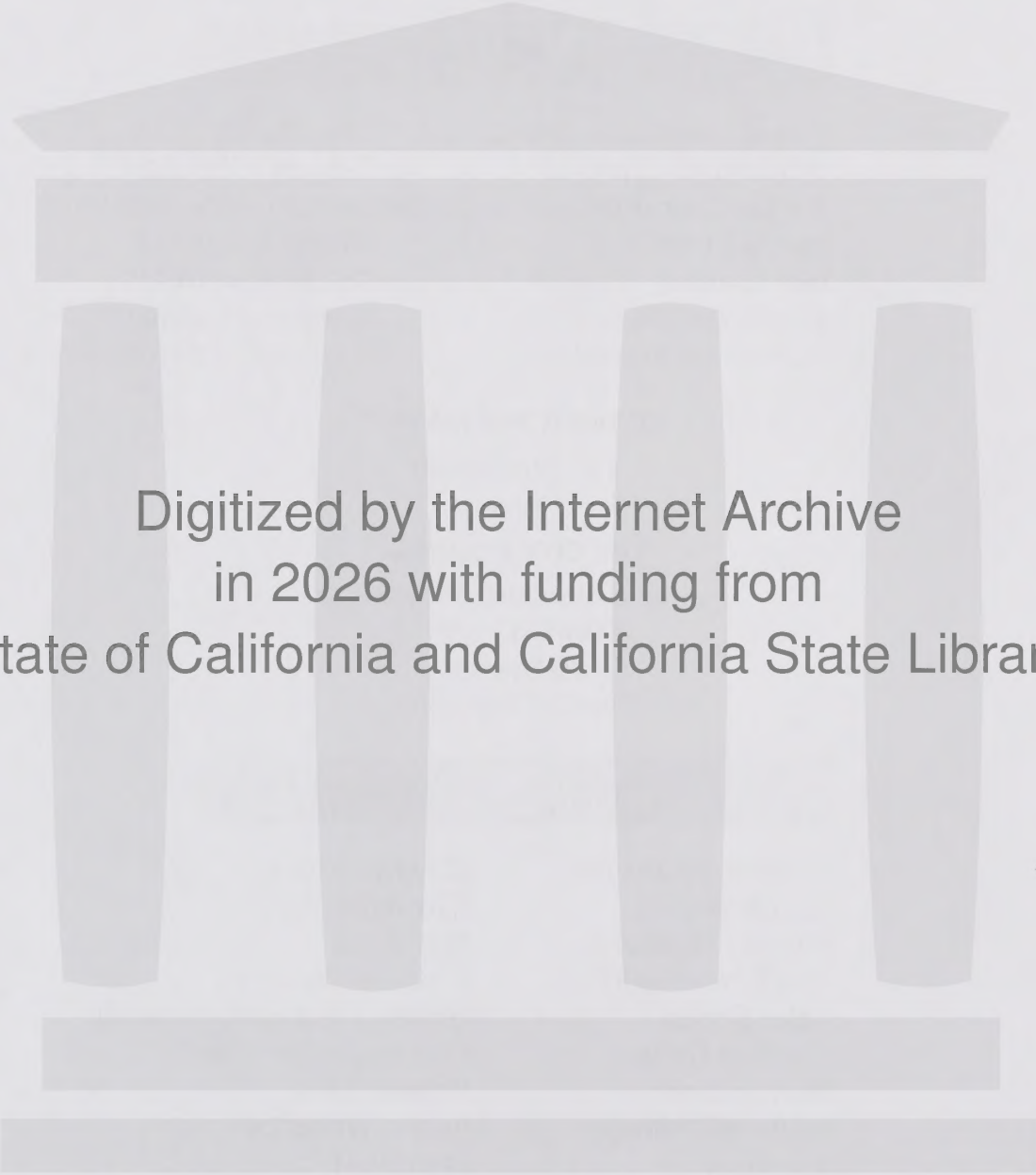
Ed Henderson
and

THE CITY COUNCIL

JoAnn Busenbark, Vice-Mayor
Harry Martin
Jill Techel
David Crawford

CITY ADMINISTRATION

Patricia Thompson	City Manager
Tom Brown	City Attorney
Pamyla Nigliazzo	City Clerk
Jed Christensen	Finance Director
Peter Dreier	Housing Authority Director
Cynthia Kasten	Personnel Director
Dan Monez	Police Chief
Michael O'Bryon	Public Works Director
Joe Perry	Fire Chief
Mike McCarty	Community Resources Director
John Yost	Planning Director
Cassandra Walker	Redevelopment/Economic Development Director
Heather Stanton	Flood Project Manager



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2001 ADVISORY COMMISSIONS, COMMITTEES AND BOARDS

Board of Appeals/Building Code

Board of Appeals/Fire Code

City/County Library Commission

Civil Service Commission

Community Development Block Grant Citizens' Committee

Cultural Heritage Commission

Housing Element Steering Committee

Napa County Mosquito Abatement District Board

Napa County Transportation Planning Agency County-Wide
Bicycle Advisory Committee

Napa Public Access Cable TV Board of Directors

Napa Sanitation District Board

Napa Valley Conference & Visitors Bureau Board

Parks and Recreation Advisory Commission

Parks and Recreation Advisory Commission Bicycle and Trails Subcommittee

Planning Commission

Senior Center Advisory Commission

Tree Advisory Commission



COUNCIL BOARDS

Housing Authority Board

Housing Authority/Building Authority

Napa Community Redevelopment Agency

Parking Authority Board

Public Facilities Financing Authority

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INTRODUCTION

WHAT IS THE CITY CLERK?

"The Clerk is one of the oldest government professions."

The municipal clerk, along with the tax collector, is the oldest of public servants. The office can be traced to biblical times and even before.

St. Paul and his followers, during his missionary work in Persia (now Western Turkey), owed their safety to the action of a town clerk. As related in Acts XIX, 23-25, the artisans of Ephesus, who made the idols of the time, feared the effect of Paul's missionary work on their trade. They incited a mob to seize two of Paul's followers. The town clerk, however, spoke out against this action and insisted that charges laid against these men had to be settled in the proper manner and before the proper authorities. There was no justification for riotous conduct. With that, he dispersed the crowd.

Ancient Greece had a city secretary who read official documents publicly. At the opening of a meeting, one of his duties was to read a curse upon anyone who should seek to deceive the people.

The early keepers of the archives were often called remembrancers, and before writing came into use, their memory was the public record.

The title, as we know it, is derived from the Middle Ages. A "clerk" was any member of a religious order, a "cleric" or "clergyman." Since, for all practical purposes, the scholarship of the Middle Ages was limited to the clergy, the name "clerk" came to be synonymous with "scholar."

The Office of Clerk can be traced back to the year 1272 A.D. in the History of the Corporation of Old London. In the 1500's, in England there was not only the "Towne Clerk" but also the "Clerc Comptroller of the King's Honorable Household." In 1603, there was a "Clarke General of the Armie." King Henry the

Eighth had a "Clarke of the Spicery" and King Charles had his "Clerk of the Robes."

When the early colonists came to America, they set up forms of local government to which they had been accustomed, and the office of clerk was one of the first established. The colony at Plymouth appointed a person to act as a recorder.

Over the years, municipal clerks have become the hub of government, the direct link between the inhabitants of their towns and their government. The clerk is the historian of the community, for the entire recorded history of the town and its people is in the clerk's care.

The eminent political scientist, Professor William Bennett Munro, writing in one of the first textbooks on municipal administration, stated:

"No other office in municipal service has so many contacts. It serves the mayor, the city council, the city manager (when there is one), and all administrative departments, without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together."

These words, written 40 years ago, are even more appropriate today.

In California there are two ways to become a City Clerk. One is to be elected by the voters of the community, and the other is to be appointed by either the City Council or City Administrator or City Manager. This may be the case for either charter or general law cities. Government Code Section 36501 sets forth the governing officers of the city, one of which is a City Clerk. In order for the office to be appointed, the question must be, at some time, put to a vote of the people (GC 36408).

Statistically, in the State of California approximately 30% of the City Clerks are elected to their office. This figure includes both general law and charter cities and was established during a survey conducted by the International Institute of Municipal Clerks.

The appointed City Clerk is responsible to the City Council and/or the City Manager. Each city is somewhat different from the next in the appointive procedure. Generally, however, the recommendation is made by the City Manager and accepted by the City Council. The appointive powers of the City Council came into action at the adoption for the election results where the question was decided in favor of appointment (GC 36508 - 36511).

The Napa City Clerk is appointed by and serves at the pleasure of the City Council. This position is one of three appointed officials, the others being the City Manager and City Attorney.

This is the annual report prepared by the City Clerk's Department. The scope of responsibilities has been explained in detail in order to familiarize you with the major functions and services of the Department. Since the services performed in the City Clerk's Department are so diverse, it is difficult to compare one year to another. This report is an effort to provide statistics to better quantify the types of services provided.



STATUTORY DUTIES

CALIFORNIA STATE GOVERNMENT CODE

Whether appointed or elected, the City Clerk is required to accomplish certain duties. These duties are partially spelled out in Government Code Section 40800 et. seq.

The following is excerpted from the Government Code. These duties may be assigned to other staff persons in some cities; however, they are still the responsibility of the City Clerk.

40801 - Record of proceeding; books; index. The City Clerk shall keep an accurate record of the proceeding of the legislative body in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index.

40802 - Accounting officer; financial records. The City Clerk is the accounting officer of the city and shall maintain records readily reflecting the financial condition of the city. (See Section 40805.5 below)

40804 - Financial statements; publication or posting. The City Clerk shall cause a summary of the city's financial report required by Section 53891, in a form prescribed by the State Controller, to be published once in a newspaper of general circulation, pursuant to Article I (commencing with Section 6000) Chapter I, Division 7, Title 1 of the Government Code. If there is no such newspaper, he shall cause copies of the statement to be posted in three public places in the city designated by ordinance as the place for posting of public notices.

40805 - Financial statements; time for printing or posting. The report shall be published or posted not later than one hundred twenty (120) days after the close of the fiscal year for which the report is compiled.

40805.5 - Transfer of accounting and financial duties of City Clerk to Director of Finance. The financial and accounting duties imposed upon the City Clerk by Sections

40802 through 40805 may be transferred to a Director of Finance when such office has been established and the powers and duties thereof defined by ordinance.

40806 - Ordinance book; certificate. The City Clerk shall keep a book marked "ordinances" and record in it all city ordinances with his certificate annexed to each, stating:

- a. It is a true and correct copy of a city ordinance.
- b. The ordinance number.
- c. It has been published or posted pursuant to law.

40807 - Record of ordinance; evidence. The record with the certificate is prima facie evidence of the contents of each ordinance and of its passage and publication. It is admissible as such evidence in any court or proceedings.

40808 - City records; use in court; custody. The official city records in the custody of the City Clerk shall not be filed in any court proceeding or other action, but shall be returned to the custody of the City Clerk.

40809 - Ordinance; proof of passage and publication. This article does not prevent the proof of the passage and publication or ordinances in the usual way.

40810 - Ex officio assessor. The City Clerk is the ex officio assessor unless the legislative body provides for the assessment and collection of city taxes by county officers or otherwise.

40811 - City seal; custodian. The City Clerk is the custodian of the city seal.

40812 - Additional duties. He shall perform such additional duties as are prescribed by ordinance.

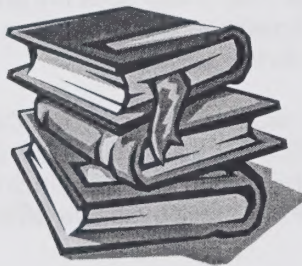
40813 - Deputies. The City Clerk may appoint deputies, for whose acts he and his bondsmen are responsible. The deputies shall hold office at the pleasure of the City Clerk and receive such compensation as is provided by the legislative body.

40814 - Oaths; affidavits; deposition; certifications. The City Clerk and his deputies may administer oaths or affirmations and take and certify affidavits and depositions pertaining to city affairs and business, which may be used in any court or proceedings in the State. The acknowledgment of an instrument may be made before a City Clerk and his deputies within the City in which they are appointed or elected.

Additionally, the statutes of the State of California prescribe the basic functions and duties of City Clerks in General Law Cities. Clerks in Charter Cities customarily have the same duties, but individual charter provisions may provide for variations or additional duties for the specific clerk and city.

The Government Code provides that the City Clerk shall perform such additional duties as are prescribed by ordinance. Thus, the duties and responsibilities of city clerks are not necessarily the same even in General Law Cities, and the City Clerks are subject to the exact requirements of his/her own city.

It has been established that the City Clerk's Department demonstrates some expertise in 25-35 different functional areas. This fact points out the diversity that symbolizes the routine of the City Clerk's Department.



NAPA MUNICIPAL CODE

CHAPTER 2.20 CITY CLERK

Section 2.20.010 Duties at council meetings.

The city clerk shall attend all meetings of the council and act as clerk thereof. The clerk shall keep a full, true and correct record of all proceedings of the council. (Rev. Code 1954, Sec. 1119)

Section 2.20.020 Records and files to be kept.

The city clerk shall keep the following records and files:

- A. A copy of every city ordinance in a book marked "Ordinances;
- B. A file of all official bonds;
- C. A record or file of all books, reports and documents which may be required by law, charter or this code to be recorded or filed. (Rev. Code 1954, Sec. 1120; Ord. No. 2082, Sec. 2, 1/17/72)

Section 2.20.030 Duty to cause publication.

The city clerk shall cause to be published in a newspaper of general circulation, published in this city, all franchise ordinances and all notices and other writings required to be published by law, charter or this code, or ordered published by resolution of the council. (Rev. Code 1954, Sec. 1121)

Section 2.20.040 Duty to post notices.

The city clerk shall post all notices required to be posted by law, the charter, or this code, or ordered posted by resolution of the council, unless it is specifically otherwise provided that it shall be the duty of another officer to post such notices. (Rev. Code 1954, Sec. 1122)

Section 2.20.050 Certifications.

The city clerk shall within one day after the following actions are taken certify said actions and sign said certifications authenticating his/her signature with his/her seal and deliver said certificate to the city auditor:

- A. Allowance of demands by the council;
- B. Appointment and qualification of any officer whether said appointment is by the city manager or council. Said certification is to state the name of the party appointed, the name of the office, the date or dates of appointment and qualification, and the name of the appointive authority.
- C. All entries in the minutes of the council of resolutions fixing compensation of officers or employees. (Rev. Code 1954, Sec. 1123)

Section 2.20.060 General financial duties.

The city clerk shall perform such duties with respect to filing claims or demands against the city, preparation of demand

vouchers, verification of the items thereof, filing of reports, accounts and the preparation of the budget and any other matters with respect to finances as shall be prescribed by the city auditor and approved by the city manager. (Rev. Code 1954, Sec. 1124)

Section 2.20.070 Sealing, authentication of documents.

The city clerk shall keep the seal of the city and authenticate his or her signature and seal all ordinances, and when directed to do so by law, the charter, this code or order of the council or city manager, he or she shall authenticate bonds, contracts and any other documents. (Rev. Code 1954, Sec. 1125)

Section 2.20.080 Duty to issue subpoenas, processes, notices.

The city clerk shall issue all subpoenas, processes and notices required to be issued by law, the charter, this code or order of the council or city manager. (Rev. Code 1954, Sec. 1126)

Section 2.20.090 Upkeep of code.

The city clerk shall keep this code up to date. More specifically, he/she shall:

- A. List chronologically all ordinances of this city, specifying the subject matter of each;
- B. At least semiannually cause all amendments to this code to be printed in loose-leaf form and insert such amendments and remove repealed and amended portions of this code from all copies and portion of copies in use by city officials, and shall have enough amendments printed to make a supply available to members of the public desirous of purchasing them. (Rev. Code 1954, Sec. 1127)

CITY CHARTER

EXECUTIVE AND ADMINISTRATIVE DEPARTMENTS

Appointive officers.

Section 75. The appointive officers of the City of Napa shall be a City Treasurer, a City Manager, a City Clerk and a City Attorney appointed by a majority vote of the City Council to hold office at the pleasure of the

City Council; and a City Assessor, a City Collector, a City Auditor, a Public Works Director, a Planning Director, a Finance Director, a Police Chief, and a Fire Chief, all to be appointed by the City Manager. The Council may from time to time by ordinance, designate other appointive officers. The appointive officers over whom the City Manager holds the power of appointment with the exception of the Fire Chief and the Police Chief may be removed by the City Manager at any time. Upon their qualification and appointment, each of the herein before stated officers whose positions are full-time shall become and remain a resident of the City of Napa during the time he is an officer except as herein otherwise stated. (Amended May 25, 1949; May 29, 1964; May 9, 1966.)

Appointment and removal of appointive officers.

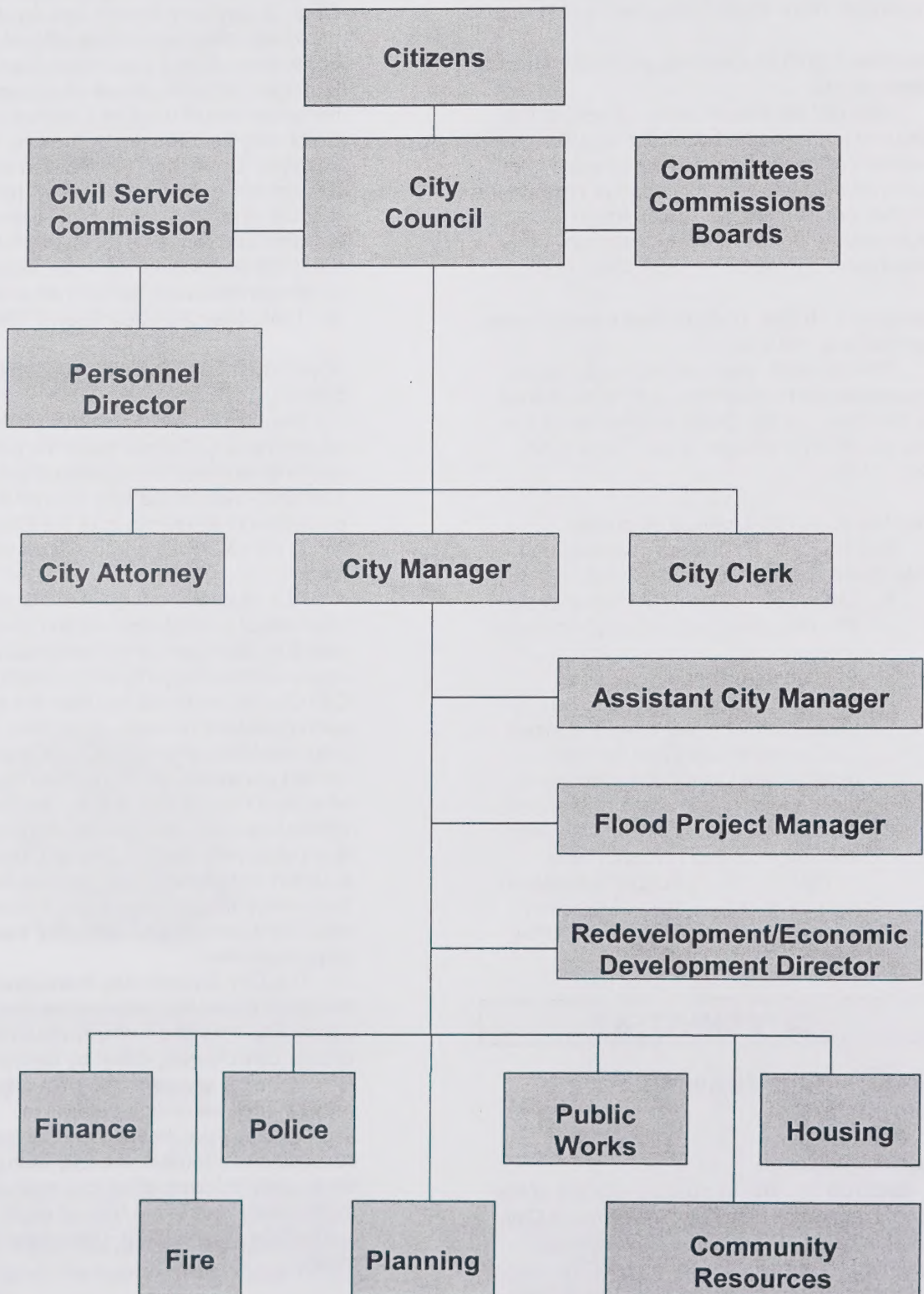
Section 76. All appointive officers over whom the City Council holds the power of appointment shall be appointed or removed by a majority vote of the City Council with the exception of the removal of the City Manager which removal may only be accomplished as follows:

At a regular meeting of the City Council, it shall adopt a resolution of intention to remove said City Manager, which resolution shall be approved by a majority of the members of the City Council and shall set forth the grounds for such proposed removal. A certified copy of said resolution of intention shall then be served personally upon said City Manager who shall have the right to defend himself against said charges before said City Council at a public hearing and at a time to be fixed by it, which shall be not less than two weeks after the service of said resolution of intention upon said City Manager and not more than thirty days thereafter.

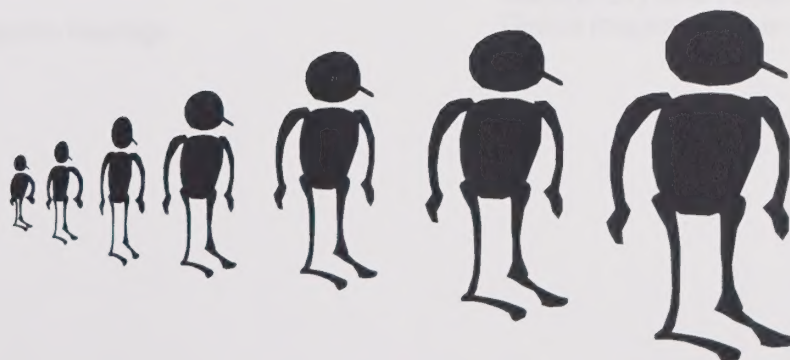
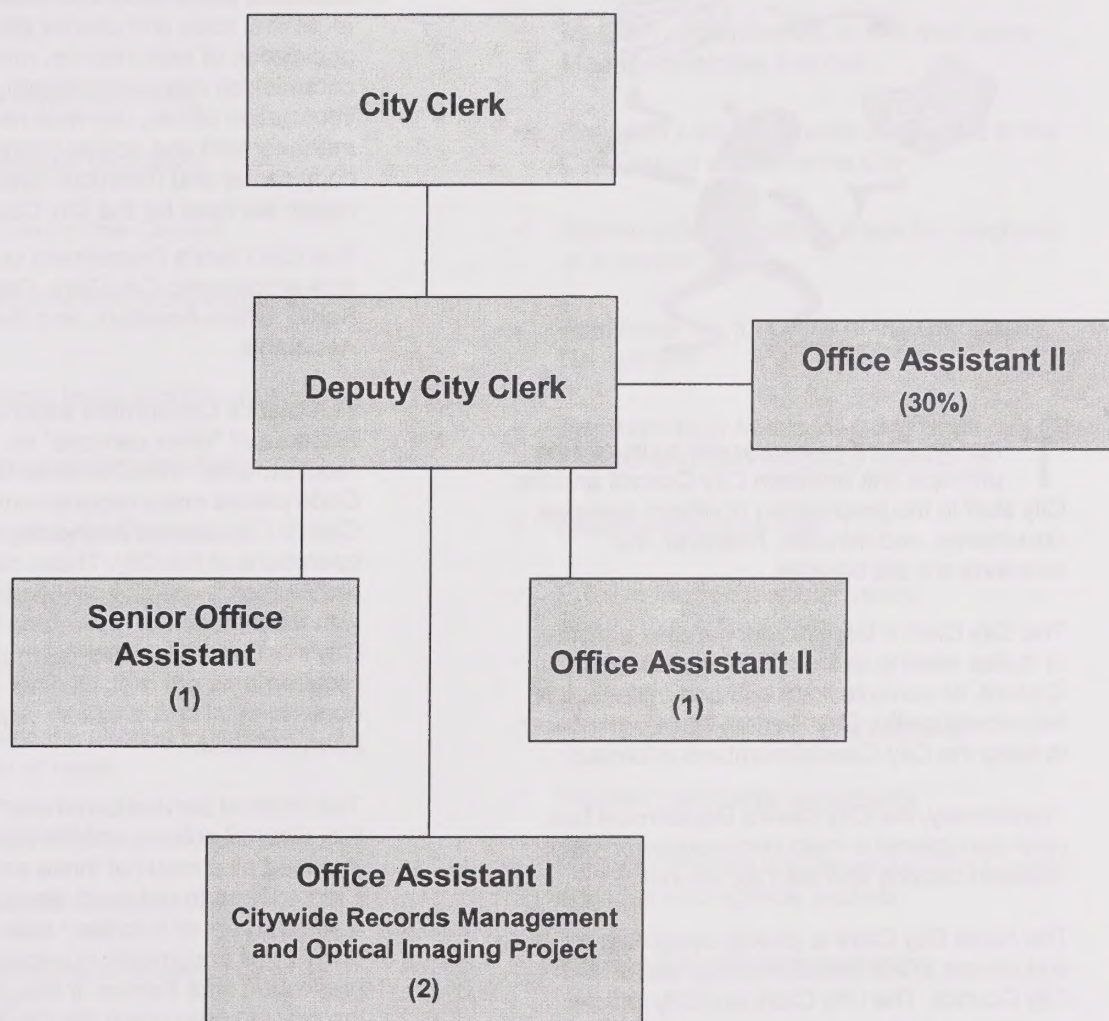
The City Council may thereupon, or within five days thereafter, enact a resolution by an affirmative vote of a majority of the members of said City Council, either by discharging said City Manager or retaining him in office, as it may by such resolution determine.

Pending such hearing and by said resolution of intention, the City Manager may be suspended from office but shall be entitled to his salary during the time of such suspension if reinstated. (Amended May 25, 1949.)

CITY OF NAPA ORGANIZATIONAL CHART



CITY CLERK'S DEPARTMENT ORGANIZATIONAL CHART



DEPARTMENT DESCRIPTION



The City Clerk's Department is usually the principal link between City Council and the City staff in the preparation of official agendas, documents, and minutes. However, the functions are still broader.

The City Clerk's Department handles a myriad of duties relating to the official business of City Council, its commissions and committees. It is incumbent on the City Clerk to be informed and to keep the City Councilmembers informed.

Traditionally, the City Clerk's Department has been considered a main communication point between citizens and the City Council.

The Napa City Clerk is directly appointed by and serves at the pleasure of the Mayor and City Council. The City Clerk is a City Official.

The primary responsibilities include legislative action organization and administration, including managing the meetings and actions of the City Council, public relations, liability and claims processing, campaign and statement of economic interest reporting, municipal

elections, bid and contract administration, municipal code and charter administration, publication of legal notices, management of the commission member program, chief public information officer, city-wide records management and optical imaging, city-wide copy center and mailroom operations, and liaison services for the City Council.

The City Clerk's Department consists of six full-time employees: City Clerk, Deputy City Clerk, Senior Office Assistant, and three Office Assistants.

The Clerk's Department experiences the dilemma of "other services" vs. "statutory requirements." The California Government Code places many requirements on the City Clerk's Department for the day-to-day operations of the City. These statutory requirements are stringent and are designed with the intention of minimizing liability of the City's actions. It is essential that these requirements are met; all other services are non-essential until statutory requirements have been satisfied.

The "level of service barometer" is affected by City Council actions and the legal requirements imposed as a result of those actions. The Clerk's Department must stay in a constant "readjustment of priorities" state in order to process all documents in accordance with prescribed time frames. If this does not happen, the results could place the City in a liable position.

EXAMPLES OF DUTIES

- ✓ Financial statements; publication or posting (prepared and administered by the Finance Department)
- ✓ Ordinance book; certificate
- ✓ Maintain custody of records
- ✓ Serve as Clerk of the Council
- ✓ Record and maintain proceedings of Council meetings
- ✓ Attest, publish, index and file ordinances
- ✓ Attest, index and file resolutions
- ✓ Maintain custody of City Seal
- ✓ Administer and file Oaths of Office
- ✓ Conduct elections
- ✓ Receive petitions relating to initiative, referendum or recall
- ✓ Attest to subpoenas
- ✓ File Affidavits of Completion
- ✓ Duties concerning improvement district proceedings
- ✓ Duties concerning street vacations
- ✓ Duties concerning filing of claims and claims administration (in coordination with the City Attorney and City's Claims Administrator)
- ✓ Give notice of public hearings
- ✓ File official bonds
- ✓ Maintain appointive list as required under Maddy Appointive List Act
- ✓ Repository for documents addressed to the City Council and/or to the City
- ✓ Answer citizen inquiries made by telephone or in person
- ✓ Administer the functions of the City Clerk's Department
- ✓ Maintain Napa Municipal Code Book, the City Charter and Council policy resolutions
- ✓ Receive and open bids
- ✓ Provide forms to register voters
- ✓ Accept subpoenas
- ✓ Act as City archivist and/or historian
- ✓ Process recordable documents
- ✓ Manage, prepare and assemble City Council agendas and agenda packets
- ✓ Manage Copy Center operations
- ✓ Coordinate agreement execution and follow-up, maintain insurance certificates
- ✓ Manage Public Information functions, particularly for disaster related events
- ✓ Manage City wide Records Management and Optical Imaging Program

The City Clerk's Department is the keeper of all City documents. These include agreements, vehicle registration papers, Council meeting minutes, Council correspondence, deeds, recorded ordinances and resolutions, assessment districts, bond sales, franchises, etc.

The various departments within City Hall are dependent on the Clerk's Department for access to these documents and obtain copies of such to facilitate their daily needs.

Since constant reference must be made to the records in the custody of the City Clerk's Department, an efficient City Clerk's Department can greatly assist in facilitating the proper and accurate flow and accomplishment of administrative work.

To this end, the City established a City-wide records management and optical imaging program. The overall goal of this program is to maintain accuracy and consistency in the creation, maintenance, and disposition of records while allowing the maximum level of access to timely, accurate information using advanced technology. Check us out on our web page; records can be accessed from this site.

The management, preparation, publication, and dissemination of the agenda and agenda items for the City Council is an ongoing, interdependent activity. A number of timely, coordinated actions must be performed on a weekly basis. If problems and delays are to be avoided, all departments must adhere to fundamental format and procedural requirements.



CITY COUNCIL GOALS

◆ **Economic Vitality**

Programs, policies, and procedures that support both the retention of existing businesses and attraction of new businesses to the City. Discussions regarding economic vitality emphasize the need to be strong in this area in order to generate revenues that support the financing of other goals, objectives and priorities.

◆ **Neighborhood Improvements**

Discussions in this area focus on meeting the direct needs and interests of the City's residents including safe, clean and attractive living environments. Local issues surrounding neighborhoods focus on the need for effective police, fire and code enforcement services.

◆ **Technology and Working Smart**

This broad goal/objective touches directly on the need to identify and implement available technologies that impact directly the way we do our work. A supporting message emphasizes the need to "work smart." Working smart recognizes that resources are finite yet service quality and expectations, in most cases, are not.

◆ **Community-Wide Safe Environment**

Recognizing the numerous traffic related tragedies that the community has recently experienced, discussions in this area focus on making sure we are doing everything that we possibly can to improve our ratings in this area as well as other "safe community" efforts such as crime prevention, youth services, fire and public safety and disaster preparedness.

◆ **Internal/External Communication and Cooperation**

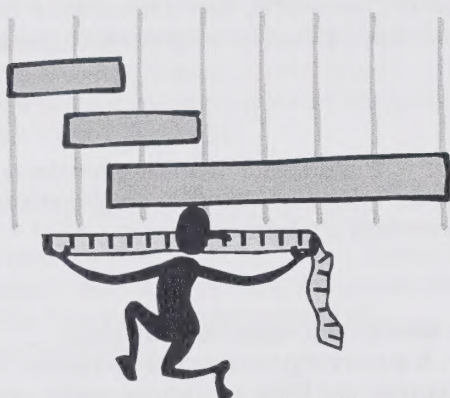
This is a very broad objective that builds on the concept of working smart. Discussions brought under this broad heading include an emphasis on working more effectively with outside agencies and jurisdictions; keeping communication open with these external agencies; and building a strong communication and team-work effort internally involving all employees and staff.

◆ **Infrastructure Improvement**

Discussions in this area recognize the need to take a long-term look at our infrastructure. This priority re-emphasizes the fact that our street, storm drain, water, sewerage and related systems serve as the foundation for all services that the City provides.

LEVELS OF SERVICE

CITY CLERK'S DEPARTMENT



ADMINISTRATION

- A. Legislative Actions and Policies - provide related information to Council, staff and the public
- B. Agenda preparation/coordination:
 - 1. Prepare draft and final agenda managing the number of items practically able to be considered at that meeting
 - 2. Coordinate and/or prepare agenda summary reports
 - 3. Assemble and distribute agenda packets
 - 4. Maintain Three-Month Calendar scheduling and tracking upcoming agenda items
- C. Minutes/Ordinances/Resolutions - following adoption:
 - 1. Prepare and distribute to Council, staff and the public
 - 2. Index (legislative history to provide up-to-date history of legislative actions)
 - 3. Research
- D. Records Management:
 - 1. Procedures - access, retention, disposal, storage
 - 2. Archives
- E. Office Technology:
 - 1. Seek ways in which processing information is streamlined and accessible to the general public and staff
- 2. Keep up with the latest trends in information management and processing
- F. Documents:
 - 1. Processing - execution, recordation
 - 2. Receipt - agent for Council and City for lawsuits/claims
 - 3. Availability to Council, staff and public
- G. Liability and Claim Processing:
 - 1. Receipt and logging
 - 2. Law changes
 - 3. Coordinate administration with City Attorney and Claims Administrator
 - 4. Coordinate risk management activities for City
- H. Municipal Code/City Charter/Policy Resolutions:
 - 1. Preparation and maintenance
 - 2. Codification
 - 3. Availability to Council, staff and public
- I. Public Notices - Publication and filing
- J. Bid Openings:
 - 1. Bid information, opening process, bond releases
 - 2. Document processing and official filing
- K. Agreement Administration:
 - 1. Processing and distributing
 - 2. Tracking insurance and term of agreement
 - 3. Accessibility to Council, staff and public
- L. Insurance:
 - 1. Maintain up-to-date files for City insurance
 - 2. Maintain up-to-date files for agreements
- M. Advisory Commissions
 - 1. Recruitment/orientation program
 - 2. Maintenance of master lists
 - 3. Commission Member Appreciation Program
- N. Official Seal - Custodian

CITYWIDE RECORDS MANAGEMENT AND OPTICAL IMAGING PROGRAM

- O. Oaths of Office for elected officials, City employees, and appointed commission members
- P. Annexation:
 - 1. Public notice and scheduling of hearings
 - 2. Process annexation notification to County/State agencies
 - 3. Payment of annexation fees
 - 4. Mail City "Welcome Packet"
- Q. Public Relations:
 - 1. Disseminate information about City occurrences, programs, improvements and regulations to the public and media
 - 2. Coordinate special projects as assigned by Council
 - 3. "City Hall on the Road" – educational outreach to students
- R. Public Information Office
 - 1. Manage Public Information "Hotline"
 - 2. Manage Public Information Center
 - 3. Prepare press releases
 - 4. Train and coordinate activities of Public Information Team
 - 5. Train new employees on Standard Emergency Management System
- S. Conflict of Interest (City Council, staff, advisory commissions)
 - 1. Maintain/update City's Conflict of Interest Code Filing official for Statements of Economic Interests
 - 2. Noticing service
 - 3. In-service workshops
 - 4. Availability to the public
- T. Council Services:
 - 1. Certification of Appreciation
 - 2. Special projects
 - 3. League of California Cities
 - 4. Proclamations/special presentations
- U. Sister City Liaison:
 - 1. Organize activities related to Sister City events in coordination with the Office of Protocol
 - 2. Member of Sister City committee
- A. Manage citywide Records Coordinator team to insure adherence with council adopted standards
- B. Meet with each department to provide project oversight on records management practices and principles in accordance with State law
- C. Manage citywide optical imaging of official documents to provide an accessible and efficient means of records retention and retrieval
- D. Monitor and assess departmental document input plans to insure the goals and needs of the departments are met
- E. Train new employees on use of LaserFiche system
- F. Maintain public access via web page
- G. Monitor and assess Citywide Records Retention Schedules and Methods of Destruction to insure consistency of managing records in accordance with adopted standards
- H. Maintain Records Management Manual and provide training to City Staff in the responsibilities of Records Management



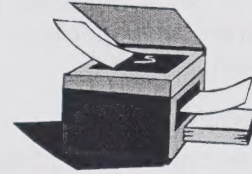
ELECTIONS

- A. Election Management:
 - 1. General Municipal – March, odd years
 - 2. Special elections - as called
 - 3. Candidate orientation
 - 4. New Councilmember orientation
 - 5. Mayor's "Pass the Gavel" ceremony
 - 6. Initiatives, referendums and recall petitions - processing
 - 7. Civil Service Commission
 - 8. City Employee Association Board of Directors
- B. Campaign and Economic Disclosure (Council, staff, local campaign committees)
 - 1. Filing and review agent
 - 2. Noticing
 - 3. In-service workshops
 - 4. Availability to public



MAIL ROOM

- A. Distribute incoming mail to departments
- B. Forward outgoing mail to U.S. Post Office from City departments
- C. Maintain postage meter and equipment
- D. Distribute documents received by facsimile transmission
- E. Maintain facsimile equipment

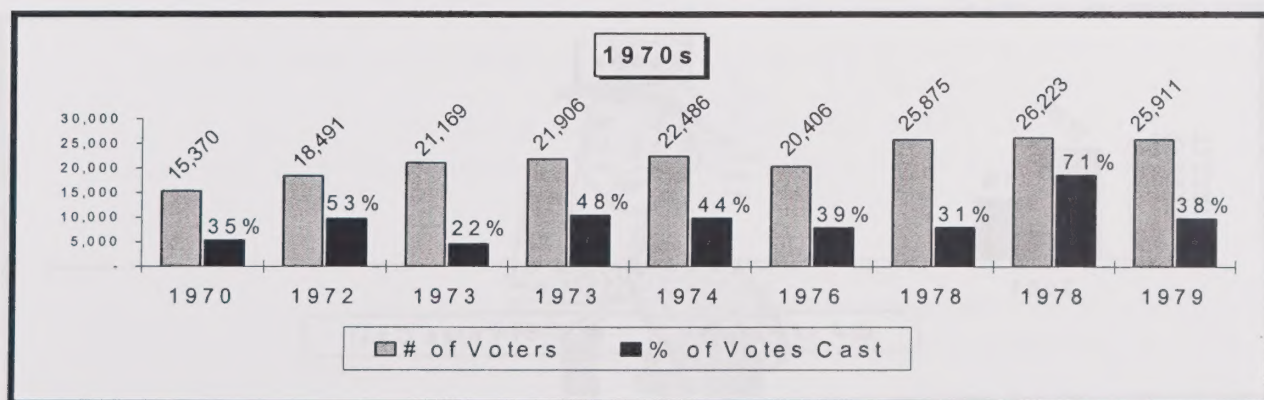
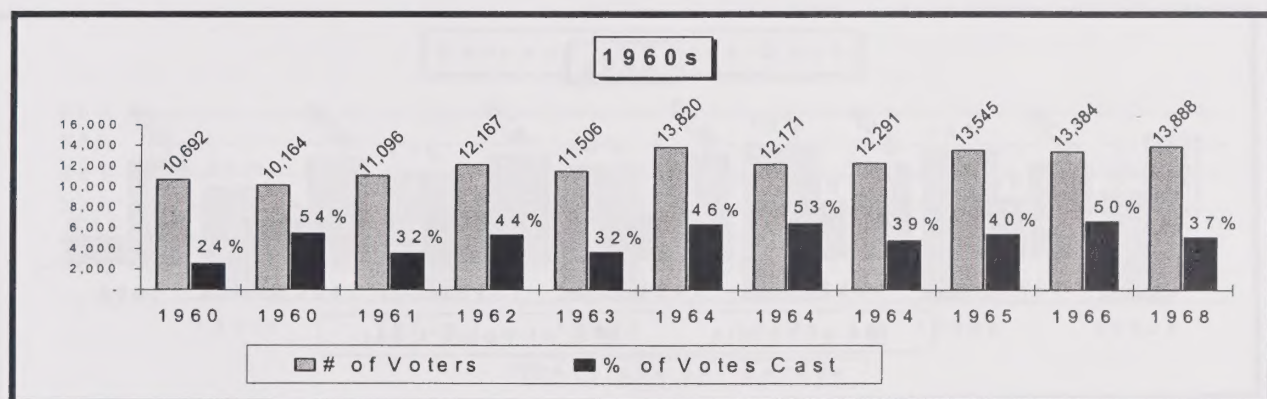
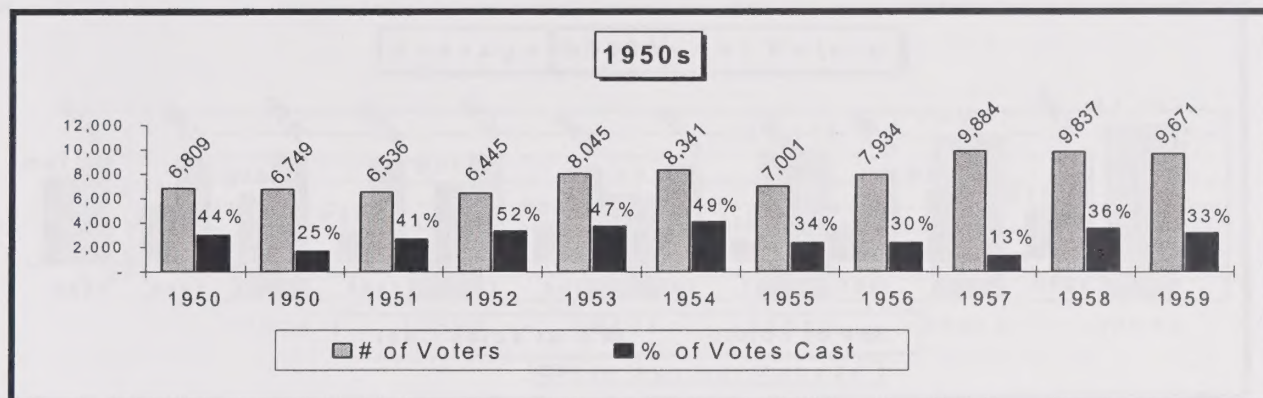


COPY CENTER

- A. Monitor effectiveness of equipment
- B. Maintain copy machines
- C. Coordinate training
- D. Allocate annual expenses

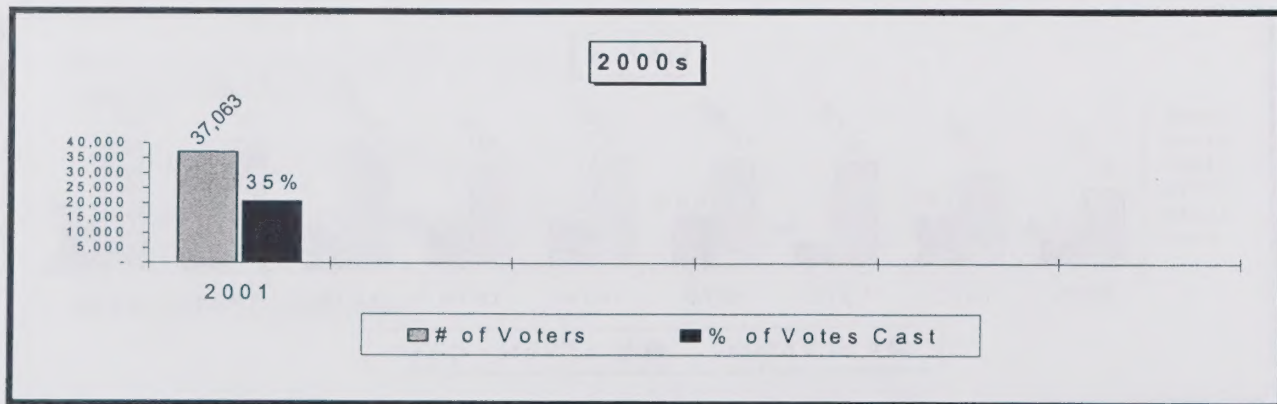
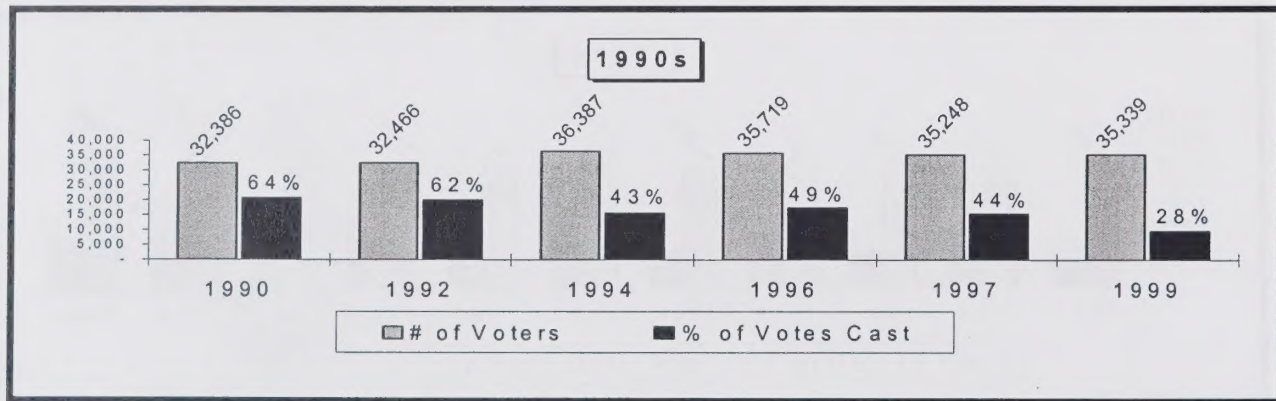
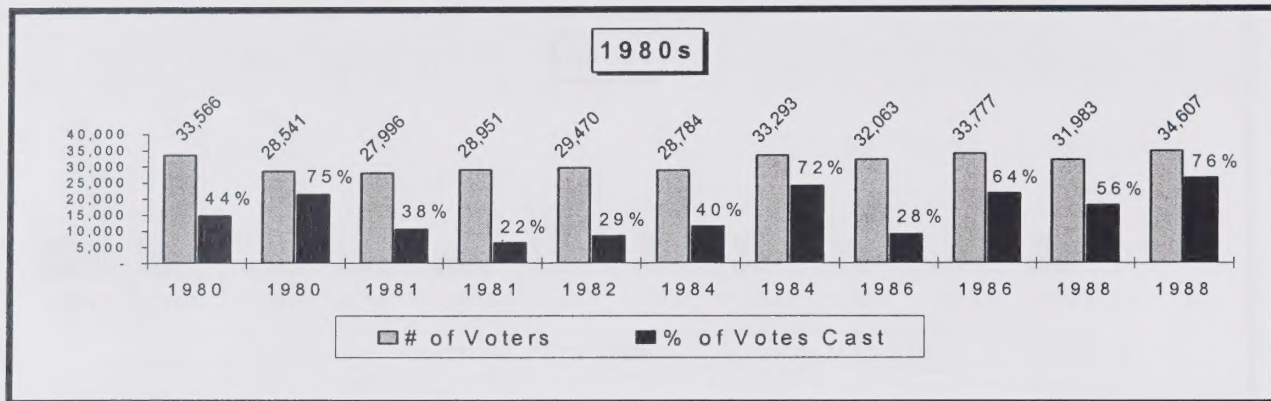
HISTORY OF VOTING PERCENTAGES

1950 - 2001



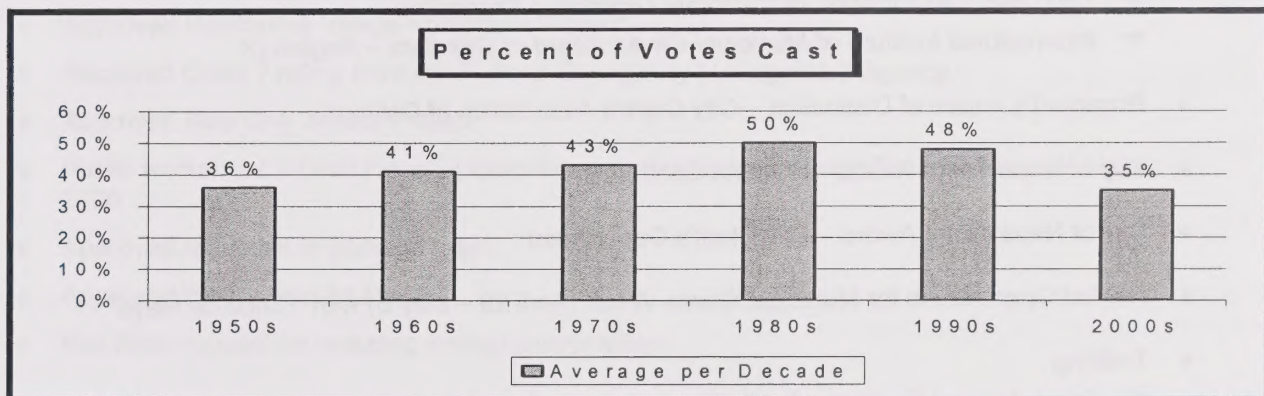
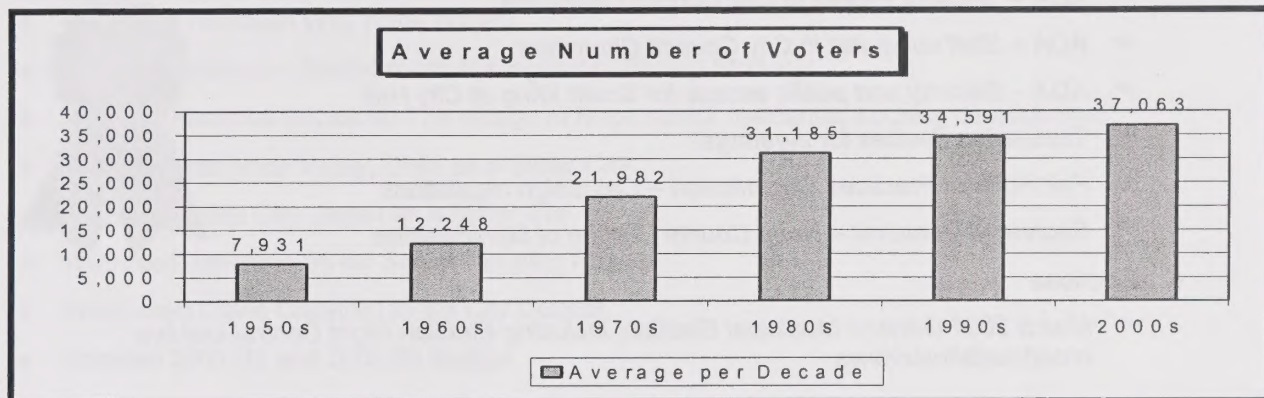
HISTORY OF VOTING PERCENTAGES

1950 - 2001



HISTORY OF VOTING PERCENTAGES

1950 - 2001



2001 CITY CLERK HIGHLIGHTS

◆ Special Projects:

- ☞ *ADA -- Security Project in City Council Chambers*
- ☞ *ADA -- Staff computer in City Council Chambers*
- ☞ *ADA -- Security and public access for South Wing at City Hall*
- ☞ *Translation devices for meetings*
- ☞ *Fair Political Practices Commission -- Campaign regulations*
- ☞ *Secretary/Treasurer -- Napa County League of Municipalities*



◆ Elections

- ☞ *March 2001 General Municipal Election, including Election Night Central and live broadcasts/interviews*

◆ Committee Assignments

- ☞ *League of California Cities: Administrative Services Committee, Bylaw Review Task Force, and Library Services*
- ☞ *City Clerk's Association of California Legislative Committee*
- ☞ *International Institute of Municipal Clerks Board of Directors -- Region IX*

◆ President's Award of Distinction -- City Clerk's Association of California

◆ City of Napa Team Award -- Website Committee

◆ City of Napa Team Award -- City Clerk's Department

◆ Hosted Open House for Municipal Clerks Week (April 29 -- May 5) with "Cinco de Mayo"

◆ Training

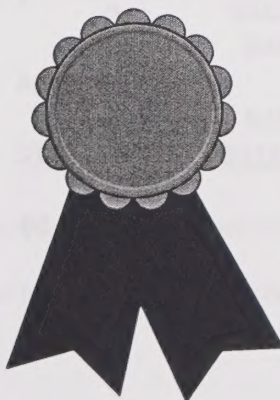
- ☞ *Presenter and Facilitator for California Association of Public Information Officials and California*
- ☞ *Specialized Training Institute "Disaster Preparedness -- From Floods to Earthquakes" -- Embassy Suites, January 9, 2001*
- ☞ *Presenter for City of Napa panel to City of San Rafael on disaster preparedness*
- ☞ *Presenter County of Napa disaster panel to agriculture representatives on Glassy Winged Sharpshooter*
- ☞ *Facilitated Citywide Agreement and Agenda Report workshops*
- ☞ *Facilitated Standard Emergency Management Training -- Basic Course (Mandatory) Citywide to new employees*

◆ Commission Member Appreciation Banquet

- ☞ *Theme: "We've CHARTED the Course...Now Let's Set SAIL!"*
- ☞ *Ninety-nine attendees*

2001 LEGISLATIVE HIGHLIGHTS

- ◆ Approved McKinstry Street Hotel Project
- ◆ Approved Randean Way Hotel Project
- ◆ County workshop – Draft Growth Management Pacing Strategy
- ◆ Housing Revenue Bonds for The Village at Napa senior residential housing development
- ◆ Added Casablanca Valley, Chile as a Sister City
- ◆ Added Nakaizu City, Japan as a Sister City
- ◆ Approved Jefferson Street Senior Housing Project
- ◆ Welcomed David Crawford to the City Council
- ◆ Adopted 2001/02 and 2002/03 Budget
- ◆ Funded additional hours of operation for the City-County Library
- ◆ Adopted Alston Park Master Plan
- ◆ Approved a Transportation Management Plan
- ◆ Approved Hawthorne Village Apartment Project
- ◆ Received Class 7 rating from the Federal Emergency Management Agency
- ◆ Approved Blue Oak School Project
- ◆ Public workshops – Draft Housing Element and adoption of Housing Element-Envision Napa 2020
- ◆ Approved reduction in garbage rates
- ◆ Approved Fire Station #4 Project
- ◆ Met State request on reducing energy consumption



SYNOPSIS OF 2001 LEGISLATIVE ACTIVITY

The City Clerk's Department is responsible for maintaining several different types of documents. The following is provided for your information (this is not all inclusive, but a few samples to give you an understanding of the volume):

	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec
<u>City Council Meetings</u>				
Number of meetings:	10	8	7	9
Total number of hours:	47:17	31:58	27:34	32:55
Approx. number of items/actions:	130	169	148	170
Pages in packets:	2102	2778	1982	1361
Pages of minutes produced:	55	55	34	46
Average meeting (in hours):	5	4	4	3.66
<u>Resolutions adopted</u>	55	85	62	78
<u>Policy Resolutions amended/adopted</u>	0	1	0	1
<u>Ordinances adopted</u>	6	4	6	15
<u>Commission vacancies filled</u>	2	6	50	9
<u>Municipal Code supplements</u>	0	0	0	0
<u>Charter amendments</u>	0	1	0	0
<u>Agreements processed</u> (including extensions & amendments)	68	128	81	33+
<u>Total Agreements Maintained</u> (as of 6/30/2001)	922	1,021	1080	1119
<u>Agenda Report/Agreement Processing Workshops held</u>	1	0	0	1
<u>Insurance renewals processed</u>	134	133	173	166
<u>Claims received/processed</u>	12	15	22	22
<u>Accident Reports received/processed</u>	35	13	13	23
<u>Disaster Assistance:</u>				
Press Releases Issued	0	1	1	2
<u>Public Information Activities:</u>				
PIO Workshops	3	0	0	0
SEMS Training Seminars	1	0	0	0

	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec
<u>Annexations processed</u>	0	0	0	1
<u>Assessment districts</u> (new/amendments)	0	1	1	1
<u>Bid Openings Conducted</u>	3	6	6	3
<u>Number of Plans & Specs Pkgs sold</u>	85	45	80	60
<u>Number of Plans & Specs Logs faxed</u>	72	13	113	16
<u>Elections conducted</u>				
Civil Service	0	0	0	0
NCEA Board of Directors	0	0	0	1
Municipal Election	1	0	0	0
<u>Statements of Economic Interest rec'd</u>	158	59	0	0
<u>Campaign Statements received</u>				
Candidates/Committees	44	0	15	2
Office Holders	18	0	4	0
<u>Records Management Progress</u>				
Number of Documents Scanned	3,389	3,552	2,551	2,616
Number of Pages Scanned	24,715	24,528	29,187	12,215
Number of Employees Trained on LaserFiche	8	4	32	20
<u>Mail Count</u> (annual total)				
Incoming – 53,122 pieces				
Outgoing – 122,876 pieces				
<u>Revenue generated</u>				
Notary Fees	\$10.00	\$20.00	-0-	\$10.00-
Audio Tapes	-0-	-0-	-0-	-0-
Subscriptions (agendas, minutes)	-0-	\$3425.00	-0-	-0-
Appeals	-0-	\$450.00	\$750.00	\$300.00
Facility Rents	\$100.00	-0-	\$50.00	-0-
Misc. (late fines, etc)	\$374.56	\$262.50	\$91.60	-0-
Total	<u>\$484.56</u>	<u>\$4157.50</u>	<u>\$891.60</u>	<u>\$310.00</u>

* This total includes money received for renewals of annual subscriptions to City Council agendas, minutes and Code supplements.

** This total includes money received for candidates' filing fees for March 6, 2001 Municipal Election.

Sister City Functions/International Delegations

Mayor Visit/Funeral (Launceston) 11/27-12/1/01
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Disaster Response/Preparation

Energy Crisis – media releases; Bomb Threat media releases; Chimney Repair Inspection media release

Clerk Activities:

<u>Napa County League of Municipalities (NCLOM):</u> January 11, 2001; April 12, 2001; July 12, 2001, October 11, 2001

<u>Clerk Quarterly Meeting:</u> January 22, 2001; April 23, 2001; July 23, 2001, October 23, 2001
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<u>Administrative Services Committee:</u> (4)-January, March, August, December 2001
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<u>Commission Banquet:</u> May 10, 2001 at the Marriott Hotel; May 9, 2002 @ Embassy Suites
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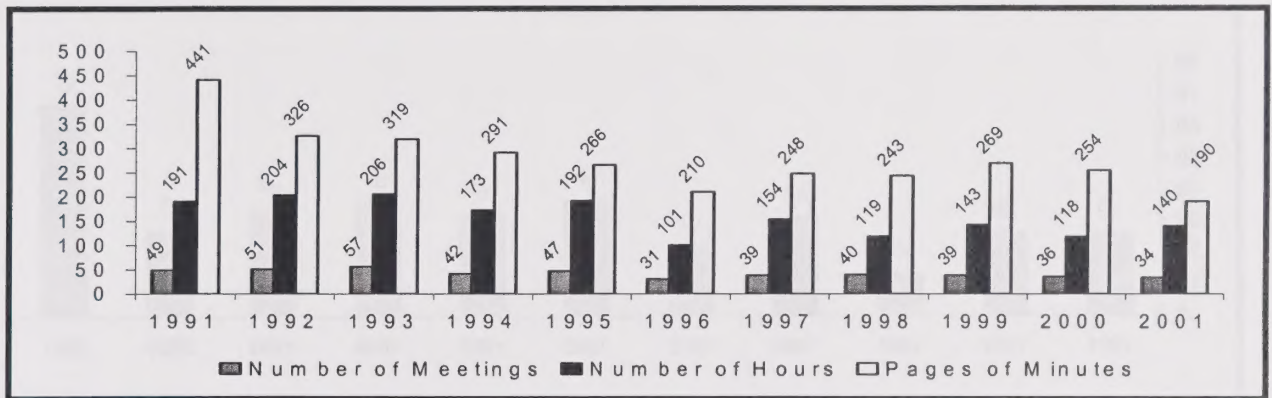
<u>Northern California Workshop:</u> May 11, 2001 at the Marriott Hotel.

<u>Municipal Clerk Week:</u> April 30-May 4, 2001
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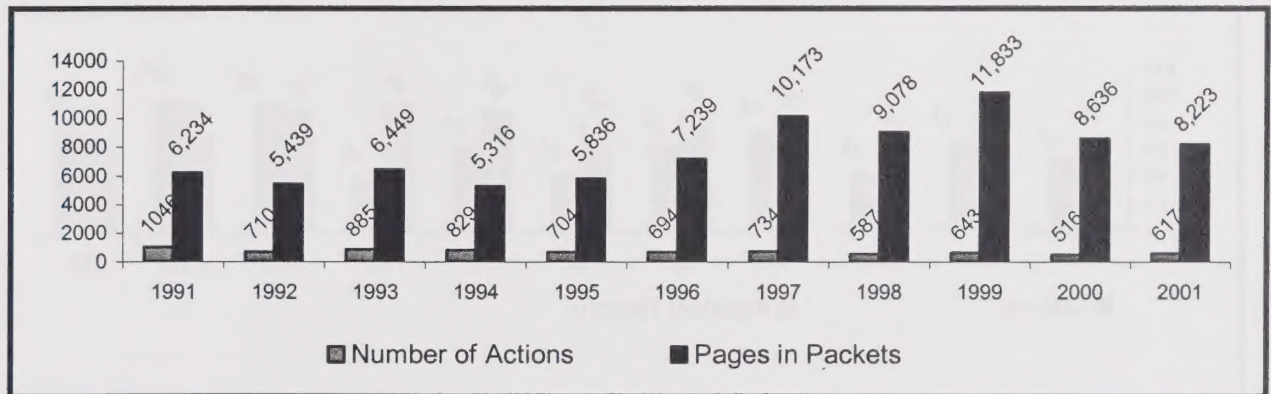
<u>Disaster Ed T.F.:</u> January 24, 2001; February 22, 2001; March 22, 2001; April 19, 2001; July 12, 2001; October 11, 2001; October 25, 2001; November 15, 2001

CUMULATIVE SYNOPSIS OF LEGISLATIVE ACTIVITY 1991 - 2001

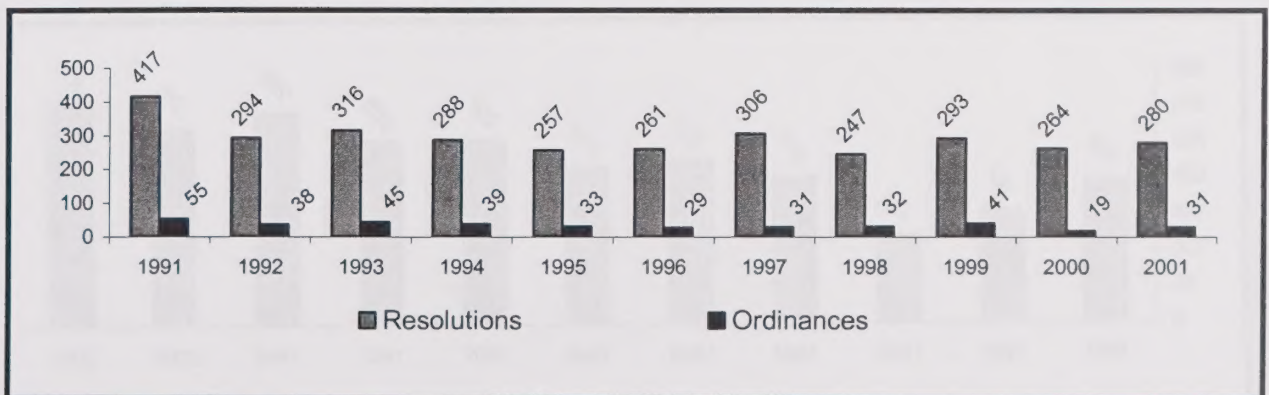
City Council Meetings



Council Meeting Activity

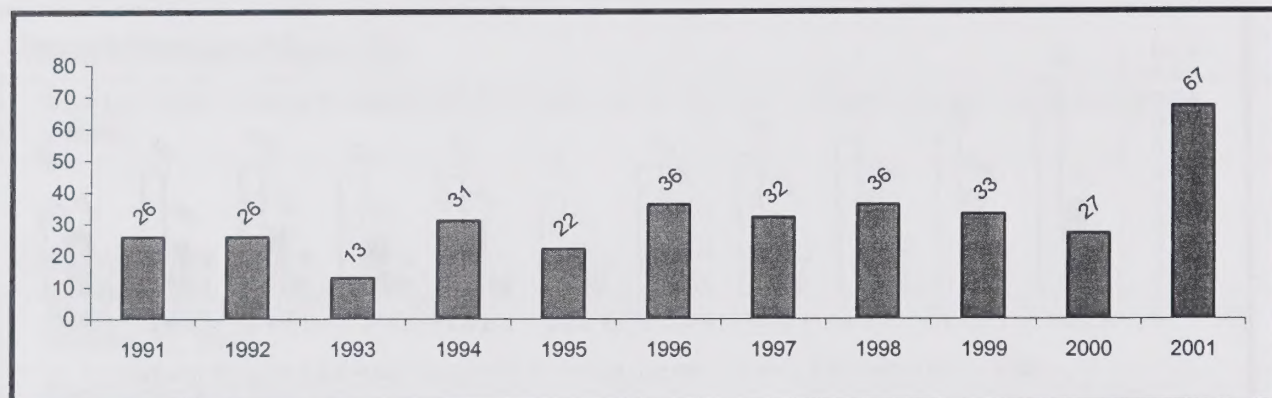


Resolutions and Ordinances Adopted

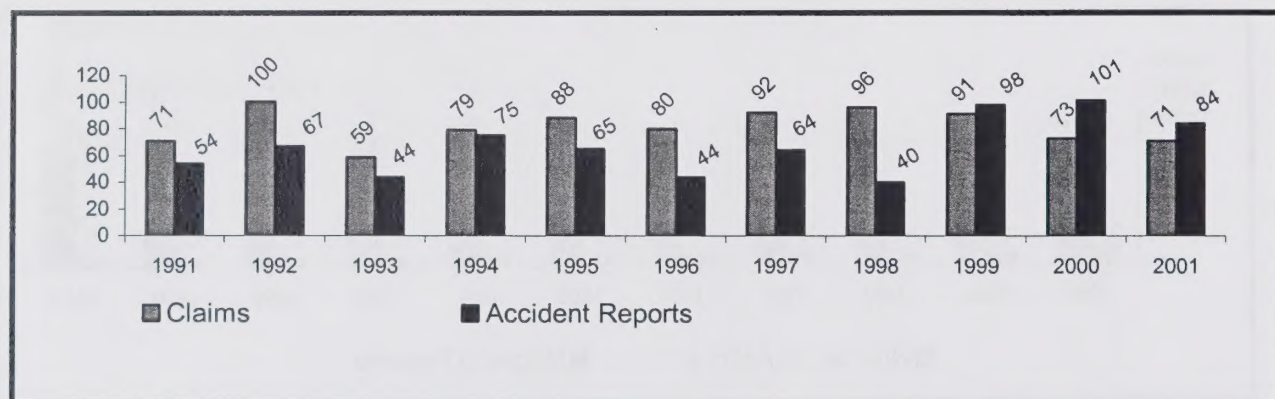


CUMULATIVE SYNOPSIS OF LEGISLATIVE ACTIVITY 1991 - 2001

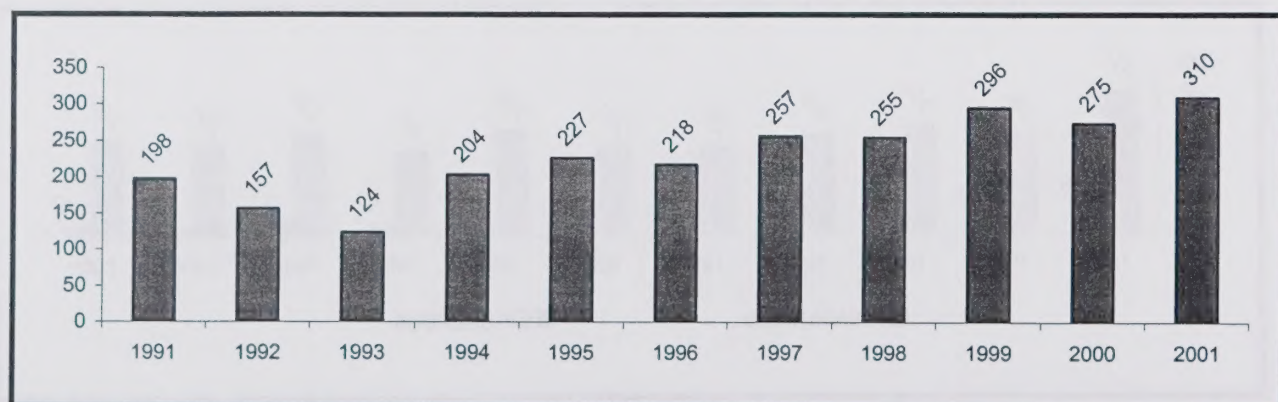
Commission Vacancies Filled



Claims and Accident Reports Processed

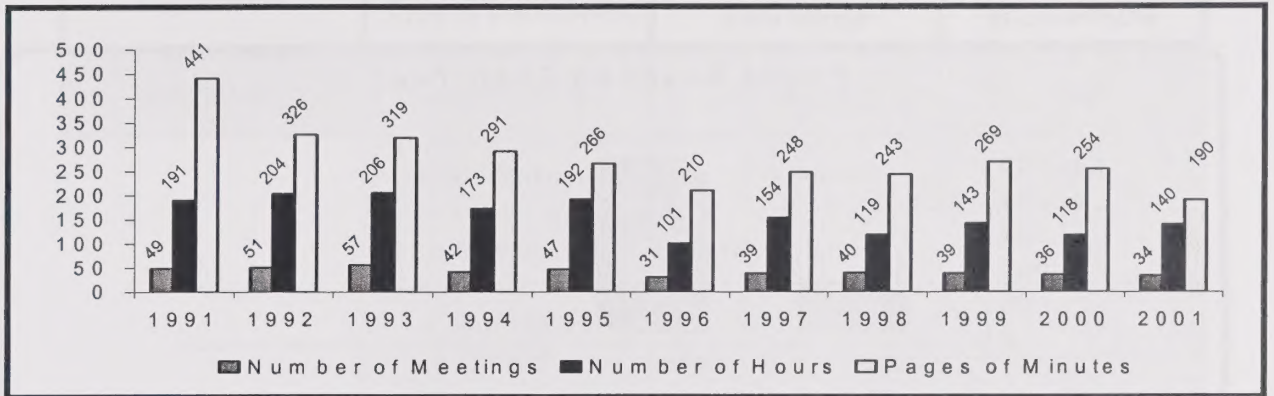


Agreements and Amendments Processed

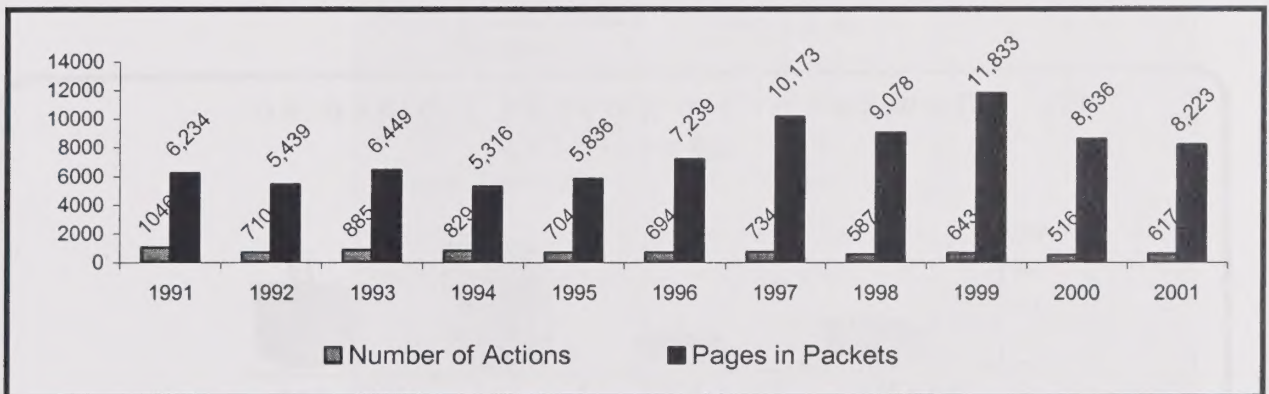


CUMULATIVE SYNOPSIS OF LEGISLATIVE ACTIVITY 1991 - 2001

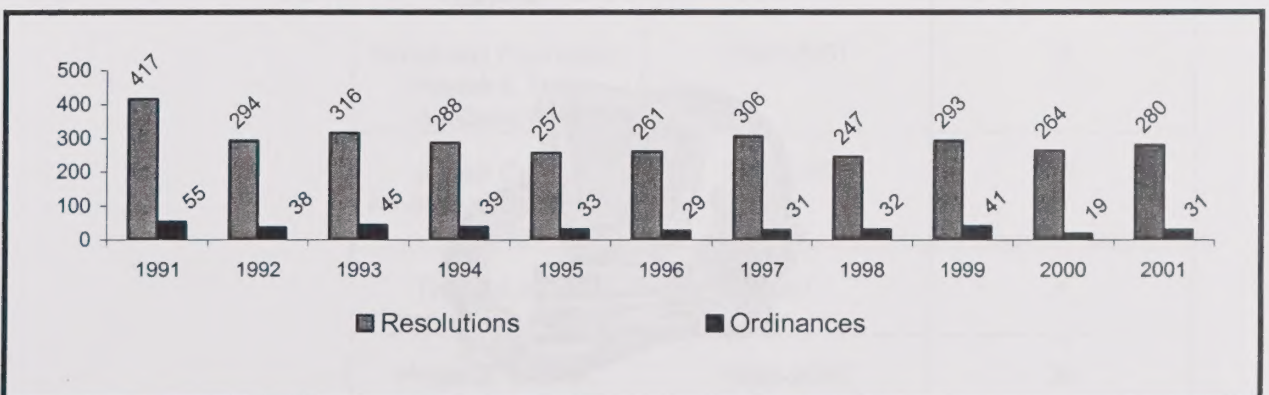
City Council Meetings



Council Meeting Activity

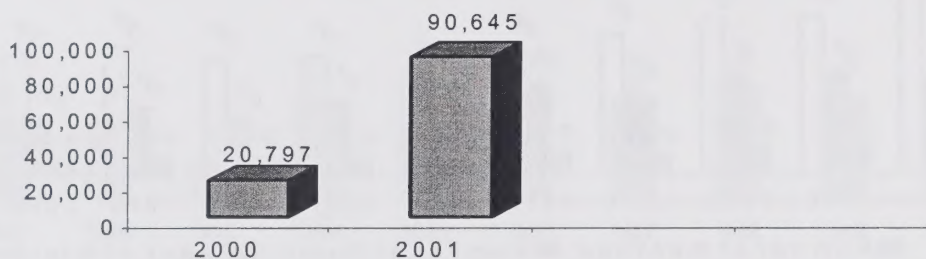


Resolutions and Ordinances Adopted



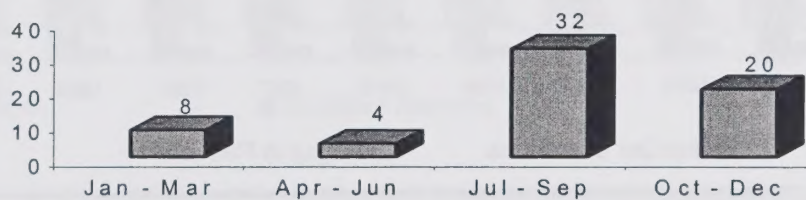
CITYWIDE OPTICAL IMAGING PROGRAM ACTIVITY CUMULATIVE SYNOPSIS

Pages Scanned Each Year



2001

**Number of Employees Trained on
LaserFiche**



WHAT IS IN LASERFICHE?

Public Information as of December 31, 2001

Department	Type of Documents	Date Range	Total Documents In LaserFiche
City Clerk	Council Minutes	1961-Current	3036
	Council Ordinances	1990-Current	420
	Council Resolutions	1991-Current	3146
	Council ASRs	07/99-Current	1036
	Council Agendas	07/99-Current	159
	Council Agreements	07/99-03/01	795
	Planning Commission Minutes	1979-Current	612
	Cultural Heritage Commission Minutes	1991-10/2001	124
	Policy Resolutions	Current	
	Napa Municipal Code	Current	
	Charter	Current	
Community Resources	Parks and Recreation Advisory Commission Minutes	1991-09/2001	85
	Parks and Recreation Bicycle & Trails Subcommittee	2000-2001	6
	Senior Center Advisory Commission Minutes	2000-2001	12
	Tree Advisory Commission Minutes	2001	4
	Projects: COPIA	1993-2000	20

Department	Type of Documents	Date Range	Total Documents In LaserFiche
Fire	Commercial Inspections	1973-2000	104
	Commercial Permits	1974-2000	357
	Residential Inspections	1989-1999	68
	Residential Permits	1988-1999	70
Housing	Housing Authority Minutes	1992-2000	106
Redevelopment	RA Minutes	1977-Current	472
	RA Resolutions	1975-Current	613
	Agendas (Action Summaries)	1996-12/2000	72
	Agenda Staff Reports	1996-12/2000	145
	Easements	1998-2001	21
	Project Files: COPIA	1995-2001	23
Planning	Project Files: UP's, SA's, PEIR's, VA's, GEIR's, GP's	1959-1981	4508
	COPIA	1995-2001	104
	Cultural Heritage Resolutions	1999-2001	15
Public Works	COPIA	1993-2001	157
Building	Permits	1951-2000	774
Total Documents Scanned into LaserFiche Citywide:			17,064

U.C. BERKELEY LIBRARIES



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